

MOBILITY GUIDE

1. Introduction- Purpose

The present guide describes the scope, procedures and beneficiaries of mobility programmes and opportunities which are available for students and faculty members of the Industrial Management & Technology (IMT) Department of the University of Piraeus. Mobility actions are considered as one of the key levers for developing extroversion, enhancing the skills/knowledges of the stakeholders, adopting good international practices and broadening the Department's vision for the future.

2. Erasmus+ Programme

The IMT Department, in cooperation with the of International & Public Relations Office of the University of Piraeus, actively participates in European Mobility Programmes, the most important of which is the Erasmus+ programme. The website of the University of Piraeus provides more information on the [internationalization strategy](#) of the institution, as well as [instructions for the conclusion of bilateral agreements](#) within the framework of the Erasmus+ programme.

The procedure for implementing a Bilateral Agreement (BA) under the Erasmus+ programme consists of the following stages.

| A/N | STAGE | RESPONSIBLE |
|-----|---|---|
| 1 | Any member of an institution may initiate a procedure for the signature of an BA with foreign universities in accordance with the provisions of the LLP | Faculty member |
| 2 | The faculty member informs the department's Erasmus coordinator regarding the progress of the agreement | Faculty member |
| 3 | The Erasmus coordinator informs the department's president who forwards the agreement to the Faculty Council for approval | Department's Erasmus Coordinator |
| 4 | Agreement approval by the Faculty Council | President |
| 5 | Dispatch of the Council's decision to the Inter-university relations committee of the University | Department Secretary |
| 6 | Ratification of the Council's decision by the Inter-University Relations Committee | Inter-University Relations Committee, Dept. of International & Public Relations |
| 7 | The Vice-rector for academic affairs forwards the decision of the inter-university relations committee to the Senate for approval | Vice Rector for Academic Affairs |
| 8 | Completion of the BA and dispatch to the partner University | Dept. of International & Public Relations |
| 9 | Dispatch of a draft BA to the Department's Erasmus coordinator | Dept. of International & Public Relations |
| 10 | Management of BAs | Dept. of International & Public Relations |

Regarding the procedure for the implementation and management of BAs, it is also noted that:

- Each faculty member may initiate the relevant procedure for implementing an agreement with departments/schools of universities located in eligible countries and with curricula of studies related to the curriculum of the IMT Department.
- Incoming international students can choose courses from other departments of the University, besides the host department, after approval by the Department's Erasmus+ Coordinator.
- The management, drafting and control of BAs are carried out by the Department of International and Public Relations.

3. Staff mobility

The Erasmus+ programme offers teaching opportunity to Faculty members at partner Universities, with which the University of Piraeus has signed bilateral agreements. The period of stay is set at two to seven days (not including the required travel time) and a minimum of eight hours of teaching per week is required, to allow for a greater number of visits by staff members. The associated allowance covers the following:

- Travel costs, calculated according to the kilometric distance between the place of origin and the place where the activity is carried out, as derived from the European Commission's distance calculation tool.
- The scholarship grant provided by the sending institution, in accordance with the programme's terms. The scholarship grant aims at covering the living expenses during the period of stay in the host country plus the associated travel days (one day before the first teaching/activity day and/or one day after the last teaching/activity day), and is calculated according to the rates per country group announced annually by the SSF (IKY).

The Erasmus+ programme also permits the mobility of teaching staff without a grant (zero grant). More information on staff mobility opportunities both within and outside the European Union is available on the University's [website](#).

4. Student mobility

Students can move with Erasmus+ for study or work traineeship (placement) across all cycles of study, for a total of 12 months in each cycle (i.e. 12 months during their undergraduate studies, 12 months during their postgraduate studies and 12 months during their PhD studies). Students can participate in the programme and receive the relevant grant for each cycle of study, regardless of the number and type of mobility (study or traineeship).

4.1. Student Funding

The monthly grant for Erasmus+ students is determined according to the country of destination. Detailed information is posted on the [relevant webpage](#) at the University's website. The largest part of the total grant (80%) is provided before the student's relocation according to the initially planned duration of the studies. The remaining amount is given upon return and once all necessary documentation has been completed.

4.2. Application and Evaluation Procedure

Students interested in participating at the programme must submit their application within the predefined application period. Information regarding the number of available positions, the application procedure, the required documents and other associated information are posted on the [relevant webpage](#) on the University's website.

After the deadline of the submission period, all submitted applications are forwarded to the Department's Coordinator, who supervises the evaluation and selection process.

Application evaluation is carried out according to the following criteria:

- Performance of the student (average score),

- Knowledge of foreign languages, particularly the primary language of the host institution,
- Reasons and justification for participating in the programme (motivation),
- Interview with the Department's Coordinator,
- Curriculum vitae of the student,
- Scientific papers in subjects related to the field of study,
- Digital skills and knowledge, and
- Participation in seminars, conferences, workshops, etc. in subjects related to the Department's field.

The marking and eligibility criteria, the requirements of the host institution and the relevant documents, as well as the procedures to be followed during the student's stay and studies abroad are described on the [relevant webpage](#) at the University's website.

Part of the strategic objectives of the Erasmus+ programme is to strengthen language skills and knowledge. To achieve this, the European Commission has developed the Online Linguistic Support (OLS), an online platform to help students moving for study or work placements to make the most of the services provided and achieve better learning outcomes.

In this context, online language preparation courses are provided to students who are moving for study or traineeship in the following languages: English, German, French, Italian, Spanish and Dutch.

The procedure is as follows:

- Selected students are required to take an online test to assess their level of proficiency in the language they will use for study or traineeship abroad (students whose mother tongue is one of the above are exempted). The assessment's result is one of the required documents.
- During the mobility period, all students are offered the opportunity to attend online language courses.
- At the end of the mobility period, all students who have participated in the programme, regardless of whether or not they have attended the online language courses, must take a second assessment test. Students who have passed the first assessment test with a C2 score are exempted from taking the second assessment test.

4.3. People from Socially Vulnerable Groups

Students from socially disadvantaged groups are entitled to an additional 200 € per month on top of the monthly grant received by students travelling for studies.

The criterion according to which socially vulnerable groups are defined is as follows:

The per capita income of both the applicants -if they have their own income- and their parents or guardians or their spouse or third person(s), to whom the applicant's custody has been entrusted by a court decision, must not exceed the amount of seven thousand five hundred (7,500) Euros for the most recent tax year.

The annual family income is the personal or family income included in the most recent tax return, submitted by the student, his/her parents/guardians or spouse. In case the applicant's parents are divorced, the income of both parents is taken into account, except in the case of a student whose custody has been assigned by court decision to one parent or any other natural person, in which case the income of the parent/guardian is considered (as specified in Law 4172/2013). In the case of guardianship by a legal person, the student's income is taken into account.

In the case of family income, the per capita income is calculated by dividing the annual family income, as defined above, by the total number of members of the applicant's family (if he/she has his/her own family), or the family of his/her parents or guardians, or the family of the third natural person(s). In the case of separate tax returns, the per capita income is defined by each tax return submitted (of the applicant, parents, spouse, third party/third natural persons). The highest per capita income calculated is taken into account.

4.4. People with Disabilities

The European Commission has adopted a general policy of extending the programme to people with disabilities in all its activities, particularly in education. People with disabilities (students and staff) compose a special category, as they face additional difficulties during their stay abroad through the Erasmus+ programme.

In order to extend the programme to people with disabilities, priority is given to them in a possible tie during the selection and evaluation process. Persons with disabilities participating in the Erasmus+ programme can also receive additional funding by applying to the International and Public Relations Dept. Persons with disabilities are considered to be those belonging to the relevant categories as mentioned in Law 4452/2017 (article 13). Students with a disability rate >67% (due to physical disability or mental illness) assigned by the relevant primary healthcare committee, may receive additional funding.

It should be noted that it is important that persons with disabilities are treated with due care and respect, and particular care should be taken to respect medical confidentiality.

5. Bilateral Agreements of the IMT Department

During the academic year 2023-24 there are 8 active bilateral agreements of the IMT Department with Departments of similar curricula at the following Universities:

- Ansbach University of Applied Sciences (Germany)
- Nuertingen-Geislingen University (Germany)
- University of Huelva (Spain)
- Universidad de Jaen (Spain)
- Vytautas Magnus University (Lithuania)
- Poznan University of Technology (Poland)
- University of Eastern Finland (Finland) and
- ATILIM Universitesi (Turkey)